



<http://www.dmacc.edu>

**CAMPUS NAME:** Ankeny

**COURSE TITLE:** Intro to CAD/CAM

**COURSE NUMBER:** CAD-139

**SECTION NUMBER & CRN:** Section 1 CRN 11438

### **INSTRUCTOR INFORMATION**

**NAME:** John F. Neumayer

**EMAIL ADDRESS:** [jfneumayer@dmacc.edu](mailto:jfneumayer@dmacc.edu)

**PHONE NUMBER:** John's office (515) 964-6416 cell (515) 210-8665 (voice or text)

**FAX NUMBER:** 515-964-6815

**OFFICE LOCATION:** Building 3E Room 106

**OFFICE HOURS/APPOINTMENTS:** Posted outside my office door

### **COURSE INFORMATION**

**SEMESTER/YEAR:** Fall 2016

**DATE SYLLABUS CREATED AND/OR REVISED:** 9/2016

**DAYS & TIME & LOCATION:** BLDG 3E Room 106

Aug 24th – May 4th Mon., Tues., Wed., Thurs. 10:10am – 11:10am

**COURSE DESCRIPTION & CREDITS:** <http://www.dmacc.edu/courses>

**PRE OR COREQUISITE:** none

**COURSE COMPETENCIES:** <https://go.dmacc.edu/competencies>

### **TEXTBOOKS & MATERIALS**

**REQUIRED TEXTBOOKS & ISBN:** Mastercam X9 Essentials (electronic book provided)

**REQUIRED MATERIALS:** access to online content (Blackboard)

## COURSE POLICIES

### ATTENDANCE/PARTICIPATION:

- A) Attendance will be taken at the start of each class and optionally during the class to determine one of two conditions.
  - 1) Present for class
  - 2) Absent for class the student must attend all scheduled hours of a class session to avoid an absence.
- B) Break times are scheduled and everyone must abide by the listed times. If someone must leave an area they must inform their instructor. Failure to do so may result in an absence being recorded.
- C) Exceptions: When all projects and objectives for a class are met the student, with the instructor's approval may be excused from remaining class sessions.
- D) Students are provided with a maximum of two occasions to make-up test(s). On either occasion there will be a reduction of the make-up test grade by 10 percent. Any make-up test will be scheduled at the convenience of the instructor. If an unavoidable absence is known in advance, the student may take the scheduled exam prior to its regularly scheduled time, without incurring a grade penalty.  
Unannounced quizzes issued during class cannot be made-up.

### GRADING CRITERIA:

See Tool and Die policy handout: Safety and Organizational Rules

Parts (25-50 points each) 15 parts minimum  
Midterm written (100 pts)  
Midterm drawing (100 pts)  
Final written (100 pts)  
Final toolpath (100 pts)

The following grading scale will be used for all MFG, CAD-139, CAD-184 courses:

A = 96.00% - 100%  
A- = 94.00% - 95.99%  
B+ = 91.90% - 93.99%  
B = 89.80% - 91.89%  
B- = 87.80% - 89.79%  
C+ = 85.70% - 87.79%  
C = 81.80% - 85.69%  
C- = 79.80% - 81.79%  
D+ = 77.70% - 79.79%  
D = 74.81% - 77.69%  
D- = 72.80% - 74.80%

**CLASSROOM CONDUCT:** <https://go.dmacc.edu/handbook>

**MISSED EXAMS:** See item "D" in the attendance section

**LATE ASSIGNMENTS:** Late assignments must be turned in within 5 class days of the due date, or of a student's return to class.

**EXTRA CREDIT:** none

**STUDY EXPECTATIONS:** Some study time will be provided during class. Students are expected to spend additional study time as required to maintain the goals he or she has set.

**WEATHER POLICY:** Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC's goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. Notification of Campus/College closures will be sent out through the DMACC RAVE Alert System, posted to the DMACC webpage at [www.dmacc.edu](http://www.dmacc.edu), and where possible sent to local media.

Click & delete row if addendum being used with weather information.

**CLASS CANCELLATION PROCEDURE:** Tool and Die classes are seldom cancelled unless the college is closed. If it becomes necessary to cancel a class students will be notified via their DMACC e-mail.

**ACADEMIC DISHONESTY/PLAGIARISM:** Cheating by copying or any electronic device will not be tolerated. See Tool & Die Syllabus Addendum and Program Policies

It is important for you to be familiar with and follow DMACC's Academic Misconduct policy. Students are encouraged to review DMACC's Academic Misconduct Policy on-line at <https://go.dmacc.edu/handbook/polprocedures/pages/academicmisconduct.aspx> or in the DMACC Student Handbook.

**COURSE SPECIFIC (LAB) SAFETY PROCEDURES:** See Tool & Die Syllabus Addendum and Program Policies

## DMACC INFORMATION

**INSTRUCTOR HOME PAGES:** <http://www.dmacc.edu/instructors>

**ADD/DROP DATES:** [https://go.dmacc.edu/registration/pages/add\\_drop.aspx](https://go.dmacc.edu/registration/pages/add_drop.aspx)

**REFUND POLICY:** <https://go.dmacc.edu/registration/Pages/refund.aspx>

## SUPPORT SERVICES

**SERVICES FOR STUDENTS WITH DISABILITIES:**

[https://go.dmacc.edu/student\\_services/disabilities](https://go.dmacc.edu/student_services/disabilities)

Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850** or the counseling & advising office on any campus to apply for services.

## COURSE SYLLABUS

**DISCLAIMER:** "This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without

notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”

**NONDISCRIMINATION POLICY:** Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (ES4645). Complaint forms may be obtained from the Campus Provost's office, the Academic Dean's office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For Title IX questions and concerns contact 515-964-6850.

Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at [https://go.dmacc.edu/student\\_services/int](https://go.dmacc.edu/student_services/int). Click Policies & Procedures.

Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer**, Human Resources, Bldg. 1 on the Ankeny Campus, or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp>

**Accommodations:** The Program Development/Academic Support Services Director is the official Student Accommodation Officer/Section 504/ADA Coordinator for DMACC. The ADA Coordinator's office is located in Bldg. 6-10E on the Ankeny Campus and may be contacted by voice (515-964-6857). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator's office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

## **SYLLABUS ADDENDUM**

To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.), the DMACC student handbook, registration information (including add/drop dates and refund dates), student service information (including counseling and advising), the DMACC academic calendar, and campus-specific resources (i.e. Academic Achievement Center, library, computer, labs, etc.), go to <https://go.dmacc.edu/handbook> and click “Syllabus Addendum” in the left navigation.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.



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